



Bid Notice Abstract

Request for Quotation (RFQ)

Reference Number 11038100
Procuring Entity DEPARTMENT OF TOURISM
Title Procurement of Services of a DOT-accredited Tour Operator for the Conduct of Strategic Planning Workshop and Target Setting on September 10-13, 2024 in Zambales

Area of Delivery

Solicitation Number:	RFQ NP=SVP 2024-07-0239	Status	Active
Trade Agreement:	Implementing Rules and Regulations	Associated Components	2
Procurement Mode:	Negotiated Procurement - Small Value Procurement (Sec. 53.9)	Bid Supplements	0
Classification:	Goods - General Support Services	Document Request List	0
Category:	Travel, Food, Lodging and Entertainment Services	Date Published	11/07/2024
Approved Budget for the Contract:	PHP 283,820.00	Last Updated / Time	11/07/2024 00:00 AM
Delivery Period:	4 Day/s	Closing Date / Time	15/07/2024 09:00 AM
Client Agency:			
Contact Person:	TERESITA A. ROMANES Admin. Assistant V #351 Sen. Gil Puyat Avenue Makati Makati City Metro Manila Philippines 1200 63-2-4595200 Ext.425 taromanes@tourism.gov.ph		

Description

TECHNICAL SPECIFICATIONS

BIDDER

II. PROJECT TITLE

III. PROJECT DETAILS

Service Provider (DOT-Accredited Tour Operator) Strategic Planning Workshop and Target Setting

No. of Participants : 20 pax

Implementation Period: 10-13 September 2024 (including travel dates)

Location : Zambales

IV. PROJECT BACKGROUND AND OBJECTIVES

The activity aims to develop and improve the performance of the Planning Service for 2024 and beyond, further develop the strengths of each personnel and explore areas for improvement. It shall open communication channels among the staff to foster unity and camaraderie. At the end of the session, the participants should able to:

- Evaluate and assess the performance of the Planning Service in the previous year;
- Identify difficulties and challenges encountered and formulate ways to address these challenges; and;
- Discuss and agree on individual commitments for PS Program, Activity, and Projects (PAPs) implementation; and

- Draft the Planning Service V and Financial Plan F.Y 2025.

V. MINIMUM REQUIREMENTS

- Must be a tour operator / ground handler / travel agency accredited by the Department of Tourism (DOT)
- Must be accredited with the Philippine Government Electronic Procurement System (PhilGEPS)
- Must be willing to provide services on send-bill arrangement or government procedures
- Bidders must submit their quotation with cost breakdown to differentiate the amount of service fee and the amount to be earmarked for the payment to the third parties or other proprietors. Otherwise, tax withheld will be credited from the total contract price.

VI. SCOPE AND WORK DELIVERABLES

a. ACCOMMODATION REQUIREMENTS IN ZAMBALES

- Ten (10) twin-sharing rooms "with breakfast
- Check-in: September 10, 2024
- Check-out: September 13, 2024
- Accommodation must be DOT-accredited and must be located within Zambales

Inclusions:

- Free access to all facilities and amenities within the hotel/resort
- Strong Wi-Fi connection

b. VENUE REQUIREMENTS / FUNCTION ROOM

- Must be able to accommodate at least 20 pax (classroom setup)
- From 0800H — 1800H

- Free flowing coffee/tea/candies and water station
- Projector and large projector screen/s
- Public Address System (Speakers and 2 microphones)
- Extension Cords
- Standby personnel for IT-related concerns
- With stable internet connection
- Alcohol dispensers around the room
- Whiteboard with markers
- Secretariat and registration tables
- Paper and pencil/ballpen for participants

c. TRANSPORTATION REQUIREMENTS

- Coaster / Van Rental
- Manila-Zambales-Manila — September 10-13, 2024
- Can accommodate maximum of 20 pax
- Driver should be Professional, experienced, well-trained, knowledgeable of the routes from Metro Manila - Zambales, and vice-versa.
- Service fee must cover expenses for fuel, toll and parking, insurance, permits, environmental fees, and meals/accommodation of the driver.
- Should provide immediate change of vehicle in case of breakdown, without additional cost.
- Vehicles must adhere to the minimum health and safety standards set by the Department of Tourism.
- Itinerary may be subject to change provided that the end-user must give notice.

d. MEALS

DATE FOOD RATE I PAX / DAY REMARKS

10-13 For 20 pax Must within Zambales

September during the stay of

2024 • Breakfast participants

- Lunch

- Dinner

Php 150 per meal x 3

meals x 4 days = Php

1,800.00 per pax

20 pax x Php 1,800.00

Php 36,000.00

e. BUDGET

The approved total budget is TWO HUNDRED EIGHTY-THREE THOUSAND EIGHT HUNDRED TWENTY PESOS (P283,820.00) inclusive of all taxes and other applicable fees. The winning bidder shall be determined based on the proposal with most advantageous financial package cost, provided that the amount of bid does not exceed the above total budget. Project cost shall be charged against the Planning Service GAA FY 2024, subject to existing accounting and auditing rules.

Prepared by:

Noted by:

C JA S LAD
Chief, P Division

Appr

AL N C. QUESEA
OIC-Director, Planning Service

Other Information

NOTE: The winning bid shall be determined based on the proposal with the most advantageous financial package cost, provided that the amount of the bid does not exceed the above total budget.

REQUIRED VALID DOCUMENTS TO BE SUBMITTED:

- 1.Current Mayor's/business Permit/BIR cert. of Registration (Individual)
- 2.PhilGEPS' Registration Number or Cert. of Platinum membership in lieu of Mayor's permit and PhilGEPS' registration number.
- 3.Latest annual Income Tax Return (for ABC's above PhP500K)
- 4.Duly notarized Omnibus Sworn Statement.
5. Must be DOT-accredited tour operator.

Created by TERESITA A. ROMANES

Date Created 10/07/2024

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